

MANUSCRIPT INSTRUCTIONS

33RD ANNUAL ASSOCIATION OF AVIAN VETERINARIANS
CONFERENCE & EXPO

2012 CONFERENCE PROCEEDINGS



Please Note: Manuscripts must be submitted electronically via the conference website – see page 6 for complete submission instructions.

Note: This document has been updated to match the AAV Journal's style. Be sure to review this document before writing your manuscript. If you do not follow the proper style, your manuscript will be returned to you for corrections.



Association of Avian Veterinarians

Advancing and Promoting Avian Medicine and Stewardship

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PLEASE READ THROUGH THIS BOOKLET IN ITS ENTIRETY! SUBMIT YOUR MANUSCRIPTS ELECTRONICALLY THROUGH THE CONFERENCE WEBSITE: www.conferenceoffice.com/aav/author

These guidelines are designed to help authors prepare their manuscripts for both the Main Conference and Specialty Program Proceedings. Adherence to these guidelines is extremely important and will contribute to the quality and overall success of our publications. Please follow the instructions carefully! The format for this year's Proceedings reflects the conventions used in AAV's *Journal of Avian Medicine and Surgery*. Authors are required to use this format when preparing manuscripts. The changes allow both the Journal and the Proceedings to more closely match the style adopted by the American Medical Association.

Those reviewing manuscripts will work with authors to ensure that our conference programs have minimal, yet appropriate, overlap between topics. They will also work toward ensuring that the Proceedings present scientifically correct information and that information they contain continues to meet our high standards for accuracy. Conference Office personnel will continue to coordinate receipt of manuscripts and production of the Proceedings. See detailed procedures beginning on page 4.

Congratulations on your selection as a speaker! We look forward to working with you!

Sharman Hoppes

Sharman Hoppes, DVM, Dipl ABVP-Avian
AAV President-Elect and Proceedings Coordinator

Quick Reference Guide

Deadlines

- **February 24**— Notify Conference Office if you will use Summary Style manuscript (research in progress)
- **March 14** — All manuscripts due in the Conference Office (except Summary Style)
- **May 2** — Summary Style manuscripts due in Conference Office

Don't Forget

- Write paper specifically for these Proceedings, identifying sources of reprinted or adapted papers; obtain permission, as needed. See page 4.
- Print *one (1)* hard copy to keep as a backup of your pre-edited version for your records.
- **Upload your electronic manuscript and any accompanying files through the conference website: <http://www.conferenceoffice.com/aav/author>**
- Manuscripts should be in Microsoft Word or Rich Text Format.
- Regular presentations (NOT including Summary Style)
 - Maximum of 6 single-sided, single-spaced pages including tables and references.
 - Minimum of 2 single-sided, single-spaced pages including tables and references.
 - Maximum of 10 references
- Master Class and Saturday Specialty Program presentations
 - Maximum of 12 single-sided, single-spaced pages including tables and references.
 - Minimum of 2 single-sided, single-spaced pages including tables and references.
 - Maximum of 20 references.
- Summary Style Manuscript
 - If the paper is intended to be published, your paper may be 250 words or fewer and **must contain results**.

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Procedures

- Please note that the **March 14** deadline for Full Manuscripts is final. Authors who do not submit their manuscripts by **March 14** (excluding those doing Summary Style) *may be replaced*. It is the author's responsibility to communicate with the Conference Office regarding any deviations to this deadline.
- Authors who designate their presentations *in advance* as a research project in progress may submit their manuscripts in Summary Style. Manuscripts must be submitted by **May 2**. This extended deadline is available to provide the time that may be required to complete research in progress, so that the AAV may offer the most up to date findings at its 2012 conference.
- If you feel you qualify for the Summary Style **May 2** deadline, you need to return the form on page 21 to the Conference Office by **February 24**.
- The Conference Office will notify you following receipt of your manuscript by sending you an e-mail confirmation within 1-2 business days of receiving your files online. If you do not hear from the Conference Office within this time frame, it is your responsibility to follow up with them. If you are unable to submit your manuscript electronically, please contact the Conference Office for alternate submission instructions. **Be sure to keep a hard copy of your manuscript and an exact copy of your electronic file in your possession!**
- **Full manuscripts are limited to a maximum of six (6) pages, singled-spaced, single-sided (minimum of 2 pages) and a maximum of 10 references, with the exception of Saturday Specialty Program and Master Class manuscripts, which are allowed 12 pages (minimum of 2 pages) and a maximum of 20 references.** If your manuscript exceeds these page limits, it will be sent back to you for editing.
- **Summary Style manuscripts** (paper is intended to be published) may be 250 words or fewer including results. **If you exceed this word limit, you may impact your ability to publish your manuscript in a peer-reviewed journal.**
- The Conference Office will send your manuscript to a Veterinary Reviewer for an assessment of its scientific validity and soundness. If found satisfactory (as most manuscripts are), the Reviewer will notify the Conference Office. If found unsatisfactory, the Reviewer coordinates with the President-Elect to determine whether revision is necessary and how best to proceed.
- The Conference Office will forward approved authors' manuscripts to the Technical Editor, Eric Bergman. The Technical Editor will then review manuscripts for writing style, spelling, format, and clarity. The corrected paper will then be forwarded to the original Veterinary Reviewer who will read it for medical accuracy. Any medical or scientific corrections necessary will be made by the Reviewer, then forwarded to the Conference Office for incorporation into the final text.
- If significant scientific changes are suggested at this stage, the Reviewer assigned to your paper may call you directly or notify the Conference Committee. The Committee will review the suggested changes to determine whether the author should be contacted for clarification or further correction. After resolution, changes must be incorporated into the final text and sent to the Conference Office. In the event of questions or disputes between an author and the Conference Committee, a member of the Conference Committee will consult with the President-Elect, who will consult with the President as needed.
- You will **not** receive a copy of your edited manuscript prior to Proceedings publication. If changes to your paper are minor, you will not be contacted. If any scientific changes are made, the Veterinary Reviewer will contact you to discuss them prior to publication. Make sure you thoroughly discuss any and all changes with the Technical Editor or Veterinary Reviewer/Conference Committee member and are in agreement with those changes.
- **The AAV Conference Committee has the right to cancel any presentation and publication of any manuscript in the Proceedings if, upon medical review, the manuscript is determined to be unacceptable for any reason.**
- We expect each manuscript to be written specifically for the copyrighted Proceedings of the AAV Annual Conference & Expo. If you must reprint or adapt a paper from another source, please

indicate the original title and source prior to the beginning of the text. It is your responsibility to obtain any necessary permission in advance of submitting your paper to the Conference Office.

Please include written confirmation of necessary permission when you submit your paper.

- The author who originally submitted the Call for Papers proposal will be the person with whom all correspondence takes place. In the case of multiple authors, each author should have generated a part of the intellectual content of the manuscript and should agree with all interpretations and conclusions.
- A report suggesting that animals have been subjected to adverse, stressful or harsh conditions and/or treatment will not be processed for publication unless the author demonstrates convincingly that the knowledge gained by the research was of sufficient value to justify the adverse conditions or treatment imposed. When the author is affiliated with an institution, the procedures established by that institution's Animal Care and Use Committee should be followed. List the protocol approval and the institution in the Materials and Methods section of the manuscript, as necessary.
- **If a manuscript is received too late to go through the scientific review process, and the Conference Committee elects not to replace it, the statement “Not subject to editorial/scientific review” will be printed at the beginning of the paper.**

Manuscript Options

Proceedings authors have several options in preparing their manuscripts:

- *Full Manuscript* – used to present all findings and data.
- *Summary Style Manuscript* – used by authors of research studies or case reports who expect to publish their findings in a refereed journal at a later time.

The requirements for each of these vary and are outlined below.

Full Manuscript

The requirements for a Full Manuscript are spelled out in the section *Manuscript Organization* and subsequent sections. In general, you have six (6) single-spaced, single-sided pages (with the exception of Saturday Specialty Program and Master Class presenters, who have 12) to present the following elements: Title, authors, session number, summary, key words, introduction (in most cases), main text (including figures and tables), and references (maximum of 10, except Master Classes and Saturday Specialty Programs are allowed 20). Possible styles include research, clinical report, retrospective study, and review articles. ***Deadline: March 14.***

Summary Style Manuscript

The Summary Style Manuscript should be used by authors of research studies or case reports who expect to publish their findings in a refereed journal (such as AAV's *Journal of Avian Medicine and Surgery*) at a later time. Summary Style manuscripts may be 250 words or fewer including results. If you exceed this word limit, you may impact your ability to publish your manuscript in a peer-reviewed journal. If you plan on submitting a Summary Style Manuscript, you must complete a notification form and return it to the Conference Office by **February 24**. The form is provided on page 21.

If you provide advanced notification, the latest possible deadline for a Summary Style Manuscript is **May 2**.

The Summary Style Manuscript format is reserved for authors of research studies or case reports who expect to publish their findings in a refereed journal at a later time.

It may be 250 words or fewer, including results.

The Summary Style Manuscript is used to present a clinically relevant interpretation of your research to a broad audience. Do not provide specifics of the research project here, as these should be addressed later, when your paper is published in a scientific journal.

Suggestions and Guidelines:

- Title your Summary Style Manuscript differently from your full research paper, as the presentations differ substantially.
- Provide more than an abstract summary, but less than a full paper. Fewer than 250 words, including results, is suggested (including tables and references).
- Do not include a summary paragraph when using the Summary Style Manuscript, because your entire paper is a summary itself. Headings also are not necessary.
- If you elect the Summary Style, you should still include references using the format found later in these *Guidelines*.

Poster Presentations

Manuscripts will not be required when submitting poster presentations. However, all poster manuscripts received by May 2, 2012 will be included in the conference proceedings. Abstracts must follow manuscript guidelines in this booklet to be in the Proceedings.

Submission Requirements

- Submit your complete manuscript (including all tables and figures) electronically through the conference website: **<http://www.conferenceoffice.com/aav/author>**
- Manuscripts should be in Microsoft Word or Rich Text Format (RTF).
- **Submit editable electronic files for all tables and figures.**
- Submitted materials will become the property of the Association of Avian Veterinarians and will not be returned.
- *Files must be submitted so they are received in the Conference Office no later than March 14! If your manuscript is not received by the deadline, your session may be replaced.*

**All manuscripts must be submitted electronically through the following website:
<http://www.conferenceoffice.com/aav/author>**

Directions for submission will be posted on the site. If you have any questions or difficulties using electronic submission, please call the Conference Office at 303-756-8380.

Audience

Keep in mind that papers written for inclusion in the Proceedings should address a broad audience in avian medicine. There is a diverse knowledge base among conference attendees and non-conference attending members. Authors must provide an adequate context for their papers, including a review of pertinent literature, so that the reader who is unfamiliar with their subject matter can acquire the necessary background to benefit from their article.

Manuscript Preparation

General Requirements

- Use 8 ½ by 11 inch paper, on one side only.
- Use 1 inch margins on all four sides (top, bottom, left, and right).
- Use ragged margins – do not right-justify your text.
- Single-space your entire manuscript.
- Keep manuscript to no more than six (6) single-spaced, single-sided pages, including tables, figures, and references (except Master Class and Saturday Specialty Program manuscripts, which are allowed 12). Do not exceed maximum number of references – 10 for all manuscripts, except Master Classes and Saturday Specialty Programs which are allowed 20. ***All manuscripts exceeding this page limit or number of references will be returned to the author for editing!***

Type Size

- Type size must be 11 point.
- Utilize the same *type size* and *style* throughout your *entire* manuscript.

Typing

- Do not use ***any*** underscoring in your manuscript. Instead, use *italics*.
- Do not hyphenate words at line breaks. If possible, turn the hyphenation feature of your word processor *off*.
- Use *only* one space after a period and before the start of the next sentence.
- Do not indent paragraphs. Instead, insert two hard returns (hit return/enter key) between paragraphs.
- Do not hit the return key within a single paragraph. Instead, allow your word processing program to automatically insert "soft-returns" at the end of each line.
- Type references as instructed in *References*, page 15 of these *Instructions*.
- Use only tabs for columns, indentions, etc. Do *not* use multiple spaces (the space bar).

Heading Formats

- *Major Headings*: Centered, upper and lower case, bold, major words capitalized.
- *First Subheading*: Flush left, bold. First word only capitalized.
- *Second Subheading*: Flush left, italics, followed by colon. First word only capitalized.

Questions

Any questions regarding these instructions should be directed to the Technical Editor, Eric Bergman. You can call or leave messages at 419-836-7560 or communicate via e-mail at bergmanwriter@aol.com.

These Manuscript Instructions were produced by the Association of Avian Veterinarians' Conference Office with permission to reprint, in part, from *Instructions to Authors, Journal of the AVMA*; and AAV's *Journal of Avian Medicine and Surgery Guidelines and Instructions to Authors*, which in turn was produced with permission to reprint, in part, from the *Journal of Zoo and Wildlife Medicine Editorial Guidelines and Instructions to Authors*.

This manual is available at no charge to prospective or current presenters/speakers for the Association of Avian Veterinarians' Annual Conference & Expo. This manual may not be reprinted without written permission of the Association of Avian Veterinarians. © 2011

Manuscript Organization

Main Manuscript

Complete title:

- Use upper and lower case letters, capitalizing all major words.
- Do not use bold characters.
- Do not center – use flush left.

Name(s) of author(s):

List author(s) as follows:

- One author: Name of author, degree(s), Dipl status. Example: John Doe, DVM, Dipl ABVP (Avian)
- Two authors: Name of author, degree(s), Dipl status, and Name of 2nd author, degree(s), Dipl status
- Three or more authors: Name of author, degree(s), Dipl status, Name of 2nd author, degree(s), Dipl status, Name of 3rd author, degree(s), Dipl status, etc.

Affiliations:

List *affiliations with full addresses* as follows:

- From XYZ Center, Company Name, 4700 Fleet St, Madison, CA 92007, USA (Thompson) and QRS Facility, 4713 Main Ave, Knoxville, TN 37923, USA (Quist).
- From the Department of Comparative Medicine, University of Tennessee, College of Veterinary Medicine, Knoxville, TN 37901-1071, USA.

If authors are from several departments within an institution, list as follows:

- From the Department of Companion Animals and Special Species Medicine (Hoppes, Flammer, Colitz) and the Department of Microbiology, Pathology and Parasitology (Gurfield), College of Veterinary Medicine, North Carolina State University, 4700 Hillsborough St, Raleigh, NC 27606, USA.

Session number:

"Session #" followed by your assigned session number. For example: "Session #1040"

Abstract:

- **Remember to write an abstract.** Do not indent the abstract. The actual word "Abstract" should be typed in *Italics* followed by a colon.
- Use a paragraph start (ie, a hard return) with "Abstract" beginning the paragraph.
- The body of the abstract must be the same typeface as the text.
- This paragraph summarizes the main points of the paper and can be compiled by condensing important statements from other sections. The Abstract should contain straightforward statements of fact and be completely self-explanatory without reference to the paper. **Past tense should be used** throughout (do not use expressions such as "X is described" and "Y is discussed"). **Omit** bibliographic, table, and figure references. Avoid abbreviations in the Abstract, but spell out on the first instance.

Key words:

- List key words in lower case for inclusion in the index. Any order is fine, and it is fine to repeat key words from the title. Bird name. *Genus species* in *Italics*. No period at the end.
- Consult one of the following resources in developing your key words to provide consistency throughout the publication: *Medline Subject Headings*, *Index Medicus*, or *CAB Subject Headings* (Dialogue database).

Introduction:

- Regardless of the manuscript style used, most full papers should begin with an Introduction.
- The Introduction identifies the subject and purpose of a study and orients the reader.
- Define and describe the problem (issue) in veterinary medicine that was addressed in the study (ie, the reason that the study was done or the question you set out to answer).
- Orient the reader by giving a brief and concise review of the literature (ie, a synopsis of "where we are" in veterinary medicine regarding the problem addressed by the study).
- State the purpose, usually in one or two sentences. For example, "The purpose of the study reported here was to ..."
- This answers the question for the reader of how the study will add to the literature – how it will answer the question or shed light on the problem.

Main text:

- The main text constitutes the bulk of the manuscript.
- It should be broken into sections, each starting with a major heading (see Heading formats, page 7).
- The types of sections used will vary depending on the style of the paper.
- Possible styles include: Research, Clinical Report, Retrospective Study, and Review Articles. If desired, authors may further subdivide main sections into subsections (subheadings).

Types of Manuscripts

Research papers:

- Refer to page 5 regarding Summary Style Manuscript if you will be submitting your research for publication in a refereed journal at a later date. Much of the following may not apply to you if you fall into this category. If you intend to use the Summary Style Manuscript, provide only an overview of the methods and results. The clinically relevant interpretation ("discussion") of your findings is more important, in this case, than the details of your research.
- **Materials and Methods** – Describe clearly the study subjects (birds), including criteria for selection. Include control birds, if any. Describe methodology, including all materials, substances, apparatuses, methods and techniques used, in sufficient detail, to allow other investigators to reproduce the study. Give references to established methods, including statistical methods (results of statistical analysis should justify the interpretations and conclusions). Provide references and brief descriptions of methods that have been published but are not well known. Describe new or substantially modified methods, and give reasons for using them.

Be sure to provide any Animal Care and Use Committee protocol approval information in the Materials and Methods section, as appropriate (see page 5, Procedures).

- **Results** – The Results section should present a concise account of important findings in a logical sequence. Use tables and figures when appropriate. As a general rule, present data in the text if it is such that it can be easily understood by the reader, and use tables or figures when necessary for clear presentation of data and the findings they represent. Tabular data should be explained, highlighted, or elaborated in the text, but not repeated.
- **Discussion** – The Discussion should interpret the results in the context of other published research. It should also discuss the significance or implications of the findings and their limitations, including implications for future research. Give conclusions, but avoid unqualified statements not supported by your data. Include recommendations when appropriate. Do not repeat material covered in other sections of the paper, with the exception that you can briefly mention results when you discuss them.

Clinical report:

- A manuscript dealing with any number of clinical cases will be considered for publication as a **Clinical Report**. If the cases are similar in most respects, you should describe, in detail, one case that is typical of the group, rather than giving detailed descriptions of all cases; you can address important differences among cases separately. For four or more cases, use one table of pertinent abnormal findings, provided that such findings are not repeated in the text. If there are three or fewer cases, summarize pertinent abnormal findings in the text. Regardless of the number of cases, use illustrations sparingly (generally no more than three). The following headings are often used for this manuscript: Introduction, Clinical Report (or Case Report), plus any other first and second level headings, as needed.

Retrospective study:

- A manuscript based on retrieval of case records accumulated over a period of years is considered a **Retrospective Study**. Such a manuscript should include a meaningful statement of purpose, clinically relevant data, and clinically useful conclusions or interpretations.

Review article:

- A **Review Article** focuses on a subject area in which important advances have been made in the past five years. The author is usually selected by the Conference Committee because he or she has considerable experience in the subject area. The manuscript should be concise, address a broad audience, and focus on information pertinent to clinical application. Authors writing Review Articles may use headings different from those used for Research Papers.

Note: Outline format will no longer be accepted.

Writing Standards

Punctuation and Styling

Commas

- Use serial commas before “and” and “or”—eg, “red, white, and blue” instead of “red, white and blue.”
- When one or more items in a series contains commas, the series should be separated by semicolons not commas—eg, “red, white, and blue; one and two; and west, east, north, and south.”

Quotes

- Position closing quotation marks *after* a period or a comma—“Like this.”
- Place closing quotation marks *before* question marks, colons, or semicolons—“for example, like this”;

Parentheses and brackets

- (If you use parenthetical material [like this], put the brackets inside the parentheses.)

Preferred word forms

- Whenever possible, use “-ic” instead of “-ical” to form adjectives—ie, use “physiologic” instead of “physiological.”
- For consistency throughout the Proceedings, use American spelling.
- Use “psittacine birds,” not “psittacines”; “gallinaceous birds,” not “galliforms,” etc.

Nomenclature

- List the genus and species of all non-domestic birds cited in the abstract and text after the common name the first time it appears. Use italics—eg, African grey parrot (*Psittacus erithacus*). Do not capitalize common names except when they are proper nouns (eg, Amazon parrot).
- Use *Genus species* first, then refer to as *G species* (without a period). Spell out Genus with each new species. Do not use sp or spp—spell out “species” all of the time.
- Use “it,” not “he” or “she,” when referring to a nonhuman subject. Avoid the use of personal names when referring to clients or their animals.

Dosages

- List dose; drug name, manufacturer, location. Example: “The medications included ciprofloxacin (20 mg/kg PO q12h; Cipro, Bayer Corp, New Haven, CT, USA)...”

Hyphenation

- Prefixes and suffixes are generally not hyphenated unless the combination of letters results in confusion (eg; recover or re-cover; unionized or un-ionized).
- 10-fold, 11-fold, etc (number 10 and higher), but two-fold, three-fold, ...nine-fold (numbers one through nine).
- Retain hyphens for clarity, if needed.

Symbols and mathematics

- Place the mass number before chemical symbols as a superscript (eg, ¹⁴C or ¹³¹I) unless the chemical is spelled out (carbon-14, iodine-131).
- Leave spaces around all mathematical operations signs (eg, $\underline{n} = 8$, $P < 0.05$, $a + b$).
- Use chemical symbols for elements if they appear more than once in a manuscript.
- Formulas for simple compounds (eg, NaCl, HNO₃, NH₄OH) are acceptable.

Common Latin abbreviations

- Do not italicize common Latin words or abbreviations (for example, use et al, ie, in utero, in vivo, as well as the titles Dr, Ms, Mr, PhD, etc).
- Do not use periods in abbreviations.

Author identification in text

- Identify authors mentioned in text parenthetically as follows... “One of us (J.P.G.)...”

Units of Measurement

- Use Metric units. For example, 25°C (77°F). While you should use conventional units such as mg/dl or µg/ml for concentrations, the SI unit may be added parenthetically (eg, µmol/L).
- Use ml (not cc), dl (not 100 ml), and µg (not mcg). But use L for liter.

Units of Time

- Units of time in text are spelled out in running text: second, minute, hour, day, week, month, year.
- Abbreviate s, min, h, dy, wk, mo, y in virgule (ie, slash) constructions: 44 mg/d.
- Use abbreviations in figures and the body of a table.
- Use military time: 1100 hours, 0800, hours as in “The lights were illuminated between 0600 and 1800 hours.”

Numerals

- Use numerals for everything countable: 2 dogs, 4 patients, 112 men.
- Never begin a sentence with a numeral. Supply another word or spell out the number.
- Use numerals preceding abbreviated units of time or measurement (eg, 12 min, 9 yr, 4%, 2 mg, 6 cm, 382-g female parrot).
- Units of measurement following spelled-out numbers must also be spelled out (eg, “Twenty-nine liters ...”).
- When a series includes a mix of numbers less than 10 and numbers greater than 10, use numerals for all.
- Punctuate thousands with a comma, except for numbers from 1000 to 9999. Omit the comma for these four-digit numbers.
- When tabular or figure data are more conveniently expressed with exponential notation, headings in the appropriate columns or footnotes should indicate that values contain a common factor (eg, 10^6 or 10^{-8}).
- **You may use a hyphen (-) or en dash (–) in text to express ranges.** For example, write “Trim the wings 1–3 times yearly” or “...was about 15–17% of initial egg mass.”
- **Use dashes for ranges in parentheses,** as in: “heterophilia (95%; reference range, 33%–72%) or “treatment included ivermectin (2–3 mg/kg IM)...”
- **When the hyphen is used as a modifying phrase,** write “4- to 6-hour postprandial samples,” or “a 15- to 20-mg dose.”
- **When used as part of a conversational phrase,** write “...ranged from 150 µg/kg to 200 µg/kg.”
- Dates are written with the month spelled out, the number of the day, and finally the numeral for the year (eg, March 7, 1994). Months may be abbreviated for tables (except in the table titles) with three-letter abbreviations (eg, Feb, Mar).

Abbreviations and Acronyms

- Avoid the use of abbreviations and acronyms, except those that are internationally approved and accepted, such as units of measurement and well-recognized clinical and technical terms and symbols. Some terms can generally be used without spelling them out first—a list is provided on page 13 (**Generally Recognized Terms and Units**).
- Other terms should be spelled out the first time an abbreviation is used, then followed by the abbreviation in parenthesis. If a word is only used four or fewer times, spell it out in each instance. A list of common avian veterinary terms and units is provided on page 14 (**Common Abbreviations**).
- Avoid using abbreviations in the title, abstract, text headings, tables, and figure legends.
- Write abbreviations for units as singular even when they represent a plural (eg, yr, not yrs).
- Plural constructions are formed by adding “s” only: ELISAs
- Do not use periods in abbreviations: USA, Inc, Co, PO, etc.
- Use following constructions: Gram stain, gram-negative results; findings were gram negative.

Generally Recognized Terms and Units

The following terms and units do not typically need to be explained or to be spelled out.

Exception: Units of measure are spelled out when they follow spelled-out numbers at the beginning of a sentence or when not preceded by numbers.

Units of time are spelled out in running text: second, minute, day, week, month, year. They are abbreviated as s, min, h, d, wk, mo, and y in “virgule” constructions like 44 mg/d in the text, in figures, and in tables.

analysis of variance	ANOVA	meter(s)	m
ante meridiem	AM (in small caps)	micro-	m or $\times 10^{-6}$
by mouth (per os)	PO	microliter(s)	μL
calorie (gram calorie)	cal	micrometer(s)	μM
calorie (large kilogram calorie)	kcal	milligram(s)	mg
Centigrade	C	milliliter(s)	ml
confidence interval	CI	millimeter(s)	mm
crossed with, multiplied by	x	millimolar (concentration)	mM
cubic centimeter(s)	cm^3	millimole(s) (mass)	mmol
day(s)	d	minute(s)	min
deci	10^{-1}	molar (concentration)	M
degree(s) Centigrade	$^{\circ}\text{C}$	month(s)	mo
degree(s) Fahrenheit	$^{\circ}\text{F}$	nano-	n or $\times 10^{-9}$
degrees of freedom	df	normal (concentration)	N
deciliter	dl	once a day	q24h
et alia	et al	parts per million	ppm
et cetera	etc	per	/
Fahrenheit	F	per os	PO
for example	eg	post meridiem	PM (in small caps)
gram	g	probability	<i>P</i>
hectare(s)	ha	revolution(s) per minute	rpm
hour(s)	h	sample size	<i>n</i>
international units	IU	second(s)	s
intraosseous	IO	square centimeters	cm^2
kilo	k or $\times 10^3$	standard deviation	SD
kilocalorie(s)	kcal	standard error of the mean	SEM
kilogram(s)	kgs	standard error	SE
kilohertz	kHz	subcutaneous	SC
lethal dose 50%	LD_{50}	that is	ie
liter(s)	L	three times a day	q8h
mean	\bar{x}	twice a day	q12h
mega	M or $\times 10^6$	versus	vs
megacalorie(s)	Mcal	week(s)	wk
megahertz	MHz	year(s)	y

Common Abbreviations

If a term is only used four or fewer times, spell it out in each instance. Otherwise, the term should be spelled out the first time an abbreviation is used, then followed by the abbreviation in parenthesis.

Do not define abbreviations in section headings. Also, do not start a sentence with an abbreviation.

acetyl cholinesterase inhibitors	ACE	hypothalamic-hypophyseal complex	HHC
agar gel immunodiffusion	AGID	immunoglobulin G	IgG
alanine aminotransferase	ALT	immunoglobulin M	IgM
alkaline phosphatase	AP	immunoglobulin Y	IgY
Amazon tracheitis	AT	indirect immunofluorescent assay	IFA
aminolevulinic acid dehydratase	ALAD	inside diameter	ID
arginine vasopressin	AVP	internal papillomatosis	IP
arginine vasotocin	AVT	intramedullary pins	IM
aspartate aminotransferase	AST, SGOT	intramuscular	IM
atrial ventricular	AV	intraosseous	IO
avian influenza A virus	AIV	intraoperative	IP
avian paramyxovirus serotype 1	APMV-1	intravenous	IV
avian polyomavirus	APV	lactate dehydrogenase	LDH
avian reticuloendotheliosis virus	REV	lactated Ringer solution	LRS
avian sarcoma and leukemia virus	SLV	latex agglutination	LA
beats per minute	bpm	left ventricle	LV
blood urea nitrogen	BUN	lipopolysaccharide	LPS
calcitonin	CT	lutinizing hormone	LH
computed tomography	CT	lymphosarcoma	LSA
calcium disodium ethylene diamine tetracetate	CaEDTA	major outer membrane protein	MOMP
central nervous system	CNS	mean corpuscular hemoglobin concentration	MCHC
chicken anemia virus	CAV	mean corpuscular volume	MCV
cholinesterase	CHE	mean electrical axis	MEA
chronic ulcerated dermatitis	CUD	mean inhibitory concentrations	MIC
complement fixation	CF	mesotocin	MT
complete blood count	CBC	metabolic bone disease	MTB
confidence limit	CL	microimmunofluorescent	MIF
congestive heart failure	CHF	minimum alveolar concentration	MAC
counts per minute	cpm	Newcastle Disease Virus	NDV
creatinine kinase	CK	non-steroidal anti-inflammatory drugs	NSAIDs
creatinine phosphokinase	CPK	odds ratio	OR
creatinine	Cr	packed cell volume	PCV
dead-in-shell	DIS	papillomavirus	PV
deoxyribonucleic acid	DNA	papillomavirus-associated avian herpesvirus	PAHV
direct complement fixation	DC	paramyxovirus	PMV
electrocardiogram	ECG	parathyroid hormone	PTH
electroencephalographic	EEG	periodic acid Schiff	PAS
electroencephalogram	EEG	polydipsia	PD
electron microscopy	EM	polymerase chain reaction	PCR
elementary body agglutination	EBA	polyuria	PU
enzyme-linked immunosorbent assay	ELISA	polyuria/polydipsia	PU/PD
epizootic catarrhal enteritis	ECE	prolactin and proopiomelanocortin	POMC
erythrocyte sedimentation rate	ESR	proventricular dilatation disease	PDD
external skeletal fixators	ESF	proventricular dilatation syndrome	PDS
fluorescein isothiocyanate	FITC	psittacine beak and feather disease	PBFD
fluorescent assay	FA	radioimmunoassay	RIA
follicle stimulating hormone	FSH	red blood cell	RBC
gamma glutamyltransferase	GGT	ribonucleic acid	RNA
gastrointestinal	GI	right ventricle	RV
glomerular filtration rate	GFR	thyroid releasing hormone	TRH
growth hormone	GH	thyroid stimulating hormone	TSH
hemagglutination inhibition	HI	total protein	TP
hemagglutination units	HA	viral neutralization	VN
hematoxylin and eosin	H&E	volume of distribution	Vd
high-pressure liquid chromatography	HPLC	white blood cell	WBC

References

References are the means you have to share pertinent literature with your fellow conference attendees and to support the validity of statements in your manuscript.

- Statements about previous studies and ideas should be referenced.
- Statements about reference or normal values for concentrations and blood values should also be referenced:
 - “...low serum vitamin E concentration (0.8 ppm; reference range, 1–4 ppm¹).”
 - The concentration of iron in the liver was 1858 ppm (reference range, 100–800 ppm¹⁰).

References are often one of the most difficult parts of composing your manuscript. To guard against delays and the need to recheck references, take the time to look over the following guidelines and examples *before* typing them at the end of your paper. To reduce the need to reformat text, please type references manually rather than generating them from footnote fields.

Reference Citation with Numbers

References should be listed throughout your paper *in the order that they appear*. Do not use alphabetical order of authors' names.

Examples: “Aortic aneurysm and secondary rupture has been reported in turkeys,¹ swine,² and humans.³ “The derived data were as follows^{4,5}.” or “...infections have been reported^{6,7}; subsequent reports suggest alternative etiologies.⁸⁻¹⁰”

- *Reference numbers appear as a superscript number following commas and periods.* They appear *before colons and semicolons.*
- *References appear in consecutive order,* not alphabetical order.
- *If a series of references support a statement,* list as follows.
 - ...has been reported.^{1,14,15,23-25}

Note that there are no spaces and that two consecutive references are listed individually (eg, ^{14,15}), but that three or more consecutive references are written as a range (eg, ²³⁻²⁵).

- *Page numbers can be included* in superscript callouts: Gerard and Stephens.^{3,4(p11),6-8}
- You may refer to authors' studies as Leider et al^{4,5} *and as* Leider and colleagues.^{4,5}

References Appearing in the Text

Some references appear only in the body of the manuscript and do not appear in the reference list.

Written or oral communications:

- List written communications by writing (the name of the person who is cited, written communication, Month Year).
- For example, "...can be valuable components in the avian diet (M. Smith, written communication, August 1996)."
- Oral communications follow a similar construction.

Personal communications:

- ***Do not use personal communications alone.*** Instead, write the type of communication (oral or written), as well as the Month and Year of the communication (see above, *Written or oral communications*).

Unpublished data:

- List by writing (the name of the researcher or research team, unpublished data, Month, Year). For example, "...statement of fact (Poet, et al, unpublished data, May 1996).
- If citing unpublished information written by one of the paper's authors, use initials of author, oral communication, Month Year. For example, (H.G.C., oral communication, March 1997.)

Web page:

Reference web page citations as follows:

- Organization. Title. Available at: <http://www.website>. Accessed February 14, 2000.
- General references to web sites that are not cited can be made in the text as follows: "Sequences were submitted to the on-line database (blast@ncbi@ncbi.nlm.nih.gov) of the National Center for Biotechnology Information (National Library of Medicine, Bethesda, MD, USA) to compare homologous sequences."

Product references:

- On first mention, list product name (brand name, manufacturer, city, state or province, country). Afterwards, list (manufacturer).
- For example, "These birds were given intravenous injections of 1.0 mg of yohimbine (yohimbine powder, Sigma Chemical, St. Louis, MO, USA)." After first mention, just use (Sigma).
- Use product references if the research results or your case report depend on the product that you used. Place the product reference in the Materials and Methods section so that others can repeat your work. If you are merely discussing, eg, amoxicillin as a therapeutic agent for surgical patients in a general sense, do not reference.
- Use a similar style for software cited in text. For example: (SAS Inc, Cary, NC, USA).
- Do not use TM or ® symbols for software or products.
- ***Refrain from product endorsements.*** Neither the paper nor the talk should represent a paid advertisement for a company or a product.
- If your subject matter coincides with your work (or a co-author's work) as a paid consultant for a company, please include a statement such as, "Dr Smith is a paid consultant for XYZ Corporation." Place this under the heading "Disclosure Statement" immediately preceding the references.

Compilation of the Reference List

The following guidelines and examples are intended to help you compile your references. The basic elements of references are described, followed by examples of their use. Include your reference list before any tables or figures. *Please type references manually, as footnote or citation codes require substantial reformatting for publication.*

Authors:

List up to four authors by last name and initial(s). If there are five or more authors, write the first three, followed by “et al”. For example, Doe JFA, Roe JP III, Coe RT Jr, et al. (Do not use periods for authors’ initials.)

Titles for books:

Capitalize all words of the title, except conjunctions or articles with three or fewer letters (“and,” “the,” etc). Capitalize the word following a colon or a dash (eg, Title–Second Part of Title.)

Titles for journal articles:

Capitalize the first word of the title only; use lowercase after colon or dash.

Publisher of book:

- **US Publishers:** List City, State abbreviation: Publisher’s name; year of publication. (*Note: provide the standard postal abbreviation for the state [eg, CA, PA, MD] unless it is repeated in a university press name.*)
- **International Publishers:** City, Country: Publisher’s name; year of publication.

Journal or proceedings:

List journal or Proceedings name and year, along with volume and page numbers. (Issue number not necessary.) List *Journal*. Year;Volume:page range.

For example, list Avian Pathology 1992, volume 21, pages 3–32 as: *Avian Pathol*. 1992;21:3–32.

Remember to:

- List inclusive page numbers instead of the first page number only.
- Use standard abbreviations for journals (if you’re not sure, you can check many citations via Pubmed at <http://www.ncbi.nlm.nih.gov>). You can also look at reference citations in *J Avian Med Surg*.

Reference Examples

Journal article

1. Samour JH, Naldo JL. Diagnosis and therapeutic management of lead toxicosis in falcons in Saudi Arabia. *J Avian Med Surg*. 2002;16:16–20.

In press journal article

2. Smith TL. Manuscript title. *J Avian Med Surg*. 2003. In press.

Book

3. Heidenreich M. *Birds of Prey: Medicine and Management*. Oxford, UK: Blackwell Science; 1997.

Chapter in a book

4. Smith FM, West NH, Jones DR. The cardiovascular system. In: Whittow GC, ed. *Sturkie’s Avian Physiology*. 5th ed. San Diego, CA: Academic Press; 2000:569–596.

Proceedings paper

5. Wilson L. Non-medical approach to the behavioral feather picker. *Proc Annu Conf Assoc Avian Vet*. 1997;3–9.

or

6. Siedel KB. Keeping buzzards–zoo veterinary review. Paper presented at: European Convention of Avian Veterinarians; October 3, 1999; Chicago, IL.

Web sites

7. Health Care Financing Administration. 1996 statistics at a glance. Available at: <http://www.hcfa.gov/stats/statili.htm>. Accessed December 2, 1996.

In press manuscripts:

If citing a manuscript accepted for publication but not yet published, it should be included in the reference list, followed by “In press.”

**When typing references in the reference list, please type as follows:
(Reference number)(Period)[Tab](Entire reference) [Single return]**

Repeat as needed to complete the reference list.

(Please refrain from using footnote codes, as their use requires substantial reformatting for publication.)

Tables and Figures

Textual References

- Refer to associated tables by writing the word “Table” and the accompanying number within parentheses: (Table 1).
- Refer to associated figures by abbreviating the word “Figure” as “Fig,” then provide the accompanying number within parentheses: (Fig 4) or (Figs 2 and 3).
- If a fact references more than one figure, for example, use “Figures 1 and 2 illustrate...” to start a sentence, or reference “(Figs 1 and 2).” Follow a similar construction for multiple tables.
- If there is only 1 figure or 1 table, number anyway as Figure 1 or Table 1.
- If a figure or table has multiple parts, number as Figure 1A, Figure 1B, etc.

Examples:

- Assays were performed in serum samples from 17 birds (Table 1) by established protocols.³
- Peak diastolic velocities were measured in the interventricular septum (Figs 4 and 5).

To indicate the most appropriate placement for a table or figure, include a statement like the following within the text of your manuscript: [Insert Table 1 about here]. The editor will make an effort to accommodate your request, depending on spacing requirements.

Number table references consecutively as they appear in the manuscript. Similarly, number figure references consecutively.

Table Preparation

All tables should follow the references in your manuscript for purposes of pre-publication organization.

- ***Avoid the use of shading in tables, as it does not reproduce well in the printing process.***
- Each table should be presented on a separate sheet in 11-point type.
- ***Do not embed tables as objects*** in electronic text; instead, submit as editable electronic files on your disk, or e-mail attachment with a printed copy.
- ***Do not include the table title in the table itself.***
- Number tables consecutively as they are called out in the manuscript.
- Set up your tables in “portrait” format (vertical page) so that the page will not have to be turned on its edge to be read.

- Titles should be descriptive enough to stand alone and should appear *above* the Table.
- Separate columns horizontally only. Columns of numbers, including decimals and factors, should be aligned first by \pm , then by the decimal point.
- Each column should have a heading. Vertically typed headings are not acceptable.
- Only the first word of each column heading is capitalized.
- Data should be presented only once, in one form, and not repeated in another form.
- References to table footnotes are by consecutive superscript letters beginning with “a” and are independent for each table.
- Standard errors of measurement or standard deviations (of observations) may be attached to the means by \pm , although a separate column or row may be used.
- If mean separation procedures are used, the preferred statement in the footnotes is “Significance at $P < 0.01$.”

A sample table is provided below to illustrate some of these guidelines. Note that the table caption appears *above* the table.

Table 1. Nutrient content of alternative avian diet supplements.^{4,6-9}

Food	Calcium		Phosphorus		Other minerals
	%	g	%	g	
Bone meal, 11 g	24	2.6	12.6	1.4	Na, ^a F ^b
Supplement 1, 12.5 g	40	2.6	15.0	2.1	Na

^aNa = sodium.

^bF = fluoride.

Figures

Figures (graphs, illustrations, etc) should be placed on separate pages and inserted in the manuscript after the references and tables for purposes of pre-publication organization.

- *Avoid the use of shading in figures, as it does not reproduce well in the printing process.*
- Each figure should be presented on a separate sheet in 11-point type.
- *Do not embed figures as objects* in electronic text; instead, submit as separate files.
- *Do not include the figure legend in the figure itself.*
- Number figures consecutively as they are called out in the manuscript.
- If there is only one figure, label as “Figure 1” and provide caption.
- Figure legends should stand alone, providing enough information to understand the data.
- Spell out stains (ie., hematoxylin and eosin) in captions, and state magnification (eg, x30), if applicable.

Example: This figure legend would appear at the *bottom* of a sample photomicrograph.

Figure 3. Photomicrograph of the right kidney of a northern pintail. Cystic tubular remnants (large arrow) are adjacent to a collecting duct (small arrow) (hematoxylin and eosin, x250).

Index

Following are selected manuscript components with page numbers to assist you in seeking out policies and procedures included in these **Manuscript Instructions**. If there are areas you are unable to find, you may refer your questions to the Technical Editor (see p. 7). Feedback about omissions would be appreciated for use in future years' **Manuscript Instructions**.

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Notification Form for Summary Style Manuscript (Research in Progress)

The Summary Style Manuscript (research in progress) should be used by authors of research studies or case reports who expect to publish their findings in a refereed journal (such as AAV's *Journal of Avian Medicine and Surgery*) at a later time. It may be 250 words or fewer, **including results**.

You must complete this form and return it to the Conference Office by February 24 if you plan to adhere to the May 2 deadline for Summary Style manuscripts.

Name: _____ Organization: _____

Phone: _____ Fax: _____

E-mail: _____

Session: _____ Session #: _____

Title of Paper: _____

Anticipated Date of Completion: _____

(no later than May 2)

**Return this form to the Conference Office by February 24;
Fax 303-759-8861**

**You may also submit this form through the conference website at
www.conferenceoffice.com/aav**

Checklist for Submitting Your Manuscript

- Deadlines met? Full Manuscript – March 14; Summary Manuscript – May 2.
- If applicable, have you identified sources of reprinted or adapted papers, and obtained permission?
- Manuscript compiled appropriately, providing each of the following, in order?
 - Title
 - Author's name, degrees
 - Session #
 - Affiliation
 - Abstract
 - Key words
 - Main text, consistent with format requirements (see *Writing Standards* for guidance)
 - Acknowledgments
 - Disclosure statement, if applicable (see page 16, bottom)
 - References list, compiled numerically in order of citations
 - Tables, each on a separate sheet, oriented in "portrait" format, in proper form (see *Table Preparation*, page 18 for guidance)
 - Figures, each on a separate sheet, numbered consecutively in order of appearance
- Has the page restriction been met? (Minimum of two (2), maximum of six (6) pages of formatted text, typed single-space, single-side, including tables, figures, and references in 11-point type size, 1 inch margins on all sides. Manuscripts for Master Classes and Saturday Specialty Programs are limited to 12 pages.) Summary style may be 250 words or fewer, including results.
- References prepared correctly? (Maximum of 10 references, except Master Classes and Saturday Specialty Programs, which have a maximum of 20 references.)
- Manuscript in Microsoft Word or Rich Text Format? (see *Submission Requirements*, page 6 for guidance)
- All tables and figures prepared in editable electronic format?
- Do you have a hard copy and an exact copy of the electronic file for your own records and as a backup?

Remember to Provide:

Complete manufacturer references...eg, (Cipro, Bayer Corp, New Haven, CT, USA)

Complete references...eg, list up to four authors; provide complete titles, city, state, and/or country for book publishers; provide journal year, volume number, and page range for journals

In addition, ***submit tables and figures as editable files, along with a printed copy***. Do not embed these as objects in text.

If you can answer yes to these questions, congratulations; you are ready to submit your manuscript!

Log on to www.conferenceoffice.com/aav/author and follow instructions for submitting your manuscript electronically. If you have any questions or difficulties using electronic submission, please call the Conference Office at 303-756-8380.

If you don't receive an e-mail receipt from the Conference Office within 1-2 business days of submission, call 303-756-8380 to confirm the status of your manuscript. E-mail address: aav@conferenceoffice.com

Sample Manuscript Layout

This is a sample of the layout to be used for your paper. This layout allows us to format your final proceedings manuscript efficiently.

Circovirus Infection of Nonsittacine Birds

Leslie W. Woods, DVM, PhD, Dipl ACVP, and Kenneth S. Latimer, DVM, PhD, Dipl ACVP

Session #5010

Affiliation: From the California Animal Health and Food Safety Laboratory System, School of Veterinary Medicine, PO Box 1770, Davis CA 95617-1770, USA (Woods) and Department of Pathology, College of Veterinary Medicine, The University of Georgia, Athens, GA 30602-7388, USA (Latimer).

Abstract: This is the location of the abstract text, which should be just one paragraph long.

Key words: List keywords in lower case, in any order, no period, OK to repeat key words from title, bird name, comma separators, keywords used to generate index, *Genus species* in italics at end, no period

Major Heading (Bold, Caps, Centered)

This is the beginning of the main text of your manuscript. Reference callout.¹ After each period, use only one space. Use hard returns only between paragraphs. Title, authors, and session number are flush left—not centered. Use ragged-right margins, not right-justified or full-justified text. Turn your hyphenation feature off. Be sure to read the rest of this manual for complete instructions.

First subheading (Cap, then lowercase, flush left, bold)

Subheadings are useful within the main text to delineate points within major paragraphs. Please note that your type size should be 11 point, and your margins should be one inch on all sides of the page. Another statement of fact with reference.²

[Insert Table 1 about here]

Second subheading (Cap, then lowercase italic, colon): Remember to put all tables and figures at the end of your manuscript, not within the body of the text. If you wish to have a table or figure placed within the text, make an indication like the one above.

Acknowledgments: Place any acknowledgments just before references, acknowledge grant information, refer to authors as Dr Caskey, Ms Blank. Write “We thank...”

Disclosure Statement (if applicable): Dr Smith is a paid consultant for XYZ Corporation.

References (Bold, Cap, Centered)

1. Johnson AL. Comparison of three serial blood sampling techniques of plasma hormone concentration in the laying hen. *Poult Sci.* 1980;60:2322–2327.
2. Assenmacher I, Jallegas M. Circadian and circannual hormonal rhythms. *Second Int Symp Avian Endocr.* 1980;391–407.

To reduce the need to reformat text, please type references manually rather than generating them from footnote fields.